APEX Basics

1. Familiarize Yourself with the APEX Web Site

a. Home Page - http://www.uky.edu/degreeaudit/

This is where you begin and find important information relating to APEX.

THINGS TO NOTICE:

- Student login links
- Advisor login links

b. 'How To…' Documentation

This page is a great resource for advisors because it gives step-by-step instructions on how to navigate through APEX Web Client and the Interactive Audit. The form to request an APEX user ID is also located on this page along with a link to upcoming training sessions for APEX.

THINGS TO NOTICE:

- Detailed instructions for advisors on how to:
    1. Run an audit.
    2. Run a 'what-if' audit.
    3. Create planned courses.
    4. Process exceptions.
- APEX user ID request form.
  Return this form to: **120, 121, or 122 McVey Hall – Speed Sort 0045**
- APEX E-override request form.
- Upcoming training.
- Detailed instructions for students as well.

c. Frequently Asked Questions

The answer to some questions might be located on the Frequently Asked Questions page. Please keep us informed on what questions we should have posted on this page. Someone else might be wondering the same thing!

THINGS TO NOTICE:

- Frequently asked questions are for both advisors and students.

d. College Contacts

Each college or department has one person designated as the APEX college contact. This contact person works very closely with the APEX encoders (someone who translates the requirements into APEX terminology) in getting all of their questions answered and the overall look of the audit for their college. They also authorize APEX user ID requests and will assign the level of security for the users in their college. In the chain of communication, the college contact is the first person to go to for all of your APEX questions.

THINGS TO NOTICE:

- Other information column.
  This column will identify which colleges are currently 'live' or which colleges are still in the 'test' phase. Colleges also use this column for their own communications (web sites and/or listserv emails) that might be important for their students and advisors.

e. APEX Help & Information

This page is an excellent resource if you are having problems as it provides general information about the system.

THINGS TO NOTICE:

- Security pop-up help.
- Minimum browser requirements.
- Logging into APEX.
- Data Security.
- Times of availability.
- Contact us.

f. Other Pages of Importance

Other pages include the training page where you can sign up for other APEX training courses and the site map, a great page that organizes all of the APEX pages and links.

THINGS TO NOTICE:

- APEX Training http://www.uky.edu/degreeaudit/training.html
- Site Map http://www.uky.edu/degreeaudit/map.html

2. Navigating Through APEX Web Client

a. Login to APEX

Use the link on the APEX home page that says 'Advisor APEX' to access the APEX login page. Next, click on 'Advisor APEX Login' where advisors will use their U-Connect ID and password to enter APEX. Students will use their student ID and PAC.

b. Student Selection

There are three ways to find a student; by the student's ID, partial first name and/or last name search, or by an index of last names. Once the correct student has been identified, click on continue.

c. Audit Request

Here is where you choose between 'Run Default Programs Listed' (student's current major) and 'Run Selected Programs' (what-if audit). You can also choose to include planned courses in either of the audits by checking the 'Include Planned Courses' checkbox.

- Run Default Programs Listed

  To run an audit for the student's current major, make sure that the radio button is selected where it says, 'Run Default Programs Listed'. Then click on 'Submit a New Audit' button at the bottom of the page.

- Run Selected Programs

  To run a what-if audit for a student who might be considering changing majors, make sure that the radio button is selected where it says, 'Run Selected Programs'. From the drop down menus select the appropriate degree program and catalog year, and then click on 'Submit a New Audit' button at the bottom of the page.

d. Audits

When the audit has been submitted it will take a few seconds to process. Once the audit is complete an 'Open Audit' button will appear. You can click on this button to view the audit. This page may contain up to 10 of the last audits ran on the student. The most current audit will be at the top.

3. Getting to Know the Interactive Audit

A comprehensive report detailing a student's progress toward meeting requirements is known as a degree audit. The Interactive Audit allows users to interactively navigate their audits on the web using dynamically generated progress charts, and is presented in three primary levels of detail: Audit, Categories (groups of requirements), and Requirements.

a. Graphs

There are several graphs at the top of the audit. Starting at the left, the pie graph represents the total hours. Next is a vertical bar graph that represents the student's overall GPA. The horizontal bar graphs represent different categories within the audit itself. It is typically comprised of the USP, Graduation, College, and Major requirements. The last graph shows the total GPA for each of the previous categories. You can also click on the category graphs for a more detailed look at each requirement associated with that category.

THINGS TO NOTICE:

- Dark green represents completed hours.
- Light green represents in-progress hours.
- Pink represents unfulfilled hours.
- Blue represents planned hours.

b. View Course History

The 'View Course History' link is at the very top of the audit. It gives a quick visual reference to the student's academic progress and a full transcript of all the courses that the student has completed. It also has a graph showing the student's number of hours and GPA each semester. To return to the audit, click the 'View Academic Progress' link at the top of the page or click your browser's back button.

c. Requirements and Subrequirements

The main body of the audit is comprised of academic program definitions called requirements. The requirements are generally arranged so that the USP requirements are first, followed by the graduation requirements, college requirements, pre-major, and then major requirements.

- Incomplete Requirements

  Requirements that are red in color and also indicated by an 'X' are currently incomplete or unfulfilled requirements. Upon clicking the title of this requirement it will expand and give a full explanation of what courses, how many hours, and/or what GPA is required to complete this requirement.

- In-Progress Requirements

  When courses that are currently in-progress are used to complete a requirement we call this an in-progress requirement and it is indicated by a light green check mark with the initials IP. As soon as the courses are completed, with an acceptable grade, then the requirement will be complete. Examples of in-progress courses are courses in the current term before grades are assigned, and priority registered courses.

- Completed Requirements

  A dark green check mark is used to indicate that a requirement has been fulfilled. When you click on the title to expand the requirement it will show the courses or explain exactly how the student met this requirement. When all requirements are complete then the student <u>should be</u> close to graduation.

A subrequirement is the individual piece of the student's program that makes up each requirement. It is also where the acceptable list of courses is defined. Subrequirements are generally listed with a number within each requirement.

d. Excess Courses Not Fulfilling Above Requirements

Courses that do not apply to any requirement or that cannot be used toward the degree will show up in this area at the bottom of the audit.

e. Transcript of Courses

There are three different requirements used to gather all the courses that the student has in his/her audit by semesters. This group of requirements is called the Transcript and it is divided into these three areas:

- Completed, In-Progress, and Priority Registered

  This area will show all courses that are credit bearing and are either currently completed, in-progress, or priority registered.

- Miscellaneous

  This area shows courses that do not have credits and are not part of the student’s official transcript.

- Planned Courses

  Since planned courses should not give any indication of actually being registered for or actually having completed requirements, they are in this area separate from the others.

f. Legend

There are several new symbols and ways of marking courses and requirements to represent all of the rules according to the most current bulletin. The legend will help you quickly learn what everything means.

THINGS TO NOTICE:

- Academic terms.
- Completion status indicators.
- Transfer Evaluations.
- Additional symbols.
- Notes.

g. Select and Not From Lists

If a course can fulfill a requirement, then the course will be listed in the ‘Select’ list. Courses that will not fulfill a requirement may be listed under the ‘Not From’ list. Be careful about these lists since they do not appear in every requirement, and please make sure you know which list you are looking at.

h. Course Descriptions

If you click on courses that are in a ‘Select’ and/or a ‘Not From’ list, it is a direct link to the course description web page of the current bulletin/course catalog.

i. Course Cart

The course cart is used to add planned courses to the student’s audit. Planned courses are courses that a student might want to take in future semesters. Upon clicking a course, to look at the course description, you have an option that says, “Would you like to add the following course to the course cart?” When you click the add button it automatically adds that specific course to the course cart located at the top left of the interactive audit. Update the term that the course might be planned for, if needed, then click on the go button. Then make it a planned course from the drop down menu and click on the go button. The course is now a planned course and is deleted from the course cart.

THINGS TO NOTICE:

- You can also add a course to the course cart manually.
- Update the year and term of all courses checked.
- Change the grade of the course by clicking on the course inside the course cart or through the APEX Web Client, under Planned Courses menu.
- Make courses planned or delete from cart.

j. Exceptions

Many students do not fulfill requirements in the conventional way and have exceptions to the rules. APEX will allow advisors to enter exceptions for individual students to customize the audit according to their specific needs.

4. APEX Credits

APEX is a product created and designed by Miami University in Oxford, Ohio called DARS (Degree Audit Reporting System), and is provided to the University of Kentucky through the help and support of the Enrollment Management Registrar’s Office. The project leader is Jacquie Hager along with her staff Jason Webster, Sherry Morris, and Bruce Manley.